

**SUBJECT: Documenting Administrative Hours for Local Unit of Government
and Nonprofit Employees That Are Not Spending 100% of Their
Work Administering the Office of Community Development (OCD)
Grant
Policy Bulletin #13**

EFFECTIVE DATE: June 1, 1997

The following suggestions are provided for documenting the time which can be charged to administration of the CDBG or HOME housing program in a situation where an employee is not spending 100% of their time administering the program.

1. Time Study

For one month each quarter, the employee keeps a daily time log of working hour activities. From this information you can derive the percent of time spent (and salary/fringes apportionment) administering a CDBG or HOME housing program. However, with this method it must be realistic to assume that the one-month of documented time is a true reflection of the distribution of work hours for the remaining two months of the quarter.

2. Daily Time Log

For those CDBG or HOME program grant administrators whose work load varies drastically weekly or monthly, the appropriate method to adopt for time documentation is an ongoing daily time log. This is the procedure used by many professionals for billing purposes in the business world (e.g., attorneys, certified public accountants, etc.). This daily time log should include number of hours worked and job task or activity.

When an outside agency or professional consultant (i.e., regional commissions, community action agency, private consultant, etc.) is contracted to administer the grant, a daily time log must be established and kept by the consultant and submitted quarterly to the grantee.

For further clarification on these methods, contact your Community Development (CD) Specialist or CD staff at (517) 373-1974.